

Memorandum

To: (Loss Control Committee Member)
From: _____, **Director**
Date: _____
Re: **Loss Control Committee Member Appointment**

In an effort for _____(agency)_____ to prevent accidents and resulting injuries, control costs, protect it from liability, help it comply with standards, and maintain a safe working environment, with an emphasis to minimize the need for protection and recovery measures _____(agency)_____ will establish a Loss Control Committee.

Loss control requires the commitment of everyone at all levels — agency directors, risk management contacts, safety directors, and employees. Loss control is the commitment and obligation to do what is right.

This memorandum is to appoint you as *(the Committee Chairperson as the main contact for our agency's loss control and safety activities)* or *(Committee Member)* of the _____(agency)_____ Loss Control Committee for a two year period beginning _____. This function will be a part of your job duty and position. It is important that you take an active role in the Committee so that our agency is represented by a cross-section of employees. Having representation from all areas of our agency will help the Committee to efficiently address, disseminate information, and delegate items that need to be accomplished.

The following are the functions of the agency's Loss Control Committee:

- ◆ Developing a loss control and safety policy for the agency and communicating that policy to *all* employees.
- ◆ Serving as a safety review board for all accidents or incidents involving agency personnel or property. This includes recommending to the agency head loss control and safety measures that could prevent similar occurrences in the future.
- ◆ Establishing a procedure for reporting hazardous conditions or activities and taking corrective action.
- ◆ Periodically inspecting agency facilities to see that all employees are complying with established loss control and safety practices and to identify and correct hazardous conditions.
- ◆ Preparing checklists to guide and document inspections. Sample checklists may be found under subsection 4.3 of the Risk Management Manual.

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- ◆ Coordinating fire and civil defense evacuation or shelter drills. Subsection 4.5 of the Risk Management Manual, “Establishing Fire, Natural Disaster, Severe Weather, and Bomb Threat Policies and Procedures,” suggests various evacuation plans.
 - ◆ Determining loss control and safety training needs, including the identification, handling, storage, and disposal of hazardous materials, and developing a plan of action to guarantee required safety training is accomplished.
 - ◆ Ensuring that first aid kits and personal protective equipment needs are met.
 - ◆ Developing an incentive awards program for employees offering loss control and safety suggestions and promoting the agency’s loss control program.
 - ◆ Developing and conducting loss control and safety orientation programs for new employees.
 - ◆ Reviewing compliance status with the agency’s Records Management System.

The Loss Control Committee will meet at least quarterly at a regular time and date, with attendance mandatory. If you, as an appointed member, are unable to attend, it is your responsibility to have another representative from your area attend in your place. Each meeting will have a fixed agenda that is sent to the members about one week before the meeting.

The Risk Management Division can be contacted to assist you in the establishment of this Loss Control Committee.